State of California Department of Fish and Wildlife
DUTY STATEMENT
DFW 242A (REV. 07/18/22)

☒ **PROPOSED**

☐ **CURRENT**

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE

DFW DIVISION/BRANCH/REGION/OFFICE Ecosystem Conservation Division / Watershed Restoration Grants Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-027-0756-003
UNIT NAME AND LOCATION Restoration Grant Programs, Sacramento	CLASS TITLE Environmental Program Manager I (Supervisory)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-027-0756-003

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the direction of the Branch Chief, Watershed Restoration Grants Branch (WRGB), leads the development and management of California Department of Fish and Wildlife (CDFW) restoration grant programs, including bond funded programs, ensuring the success of program objectives and grant-funded restoration projects through consistency with grant guidelines and policies and the best available science. This position leads the development of scientifically appropriate grant solicitation and oversight criteria that will provide adequate data to assess grant success at the project level, and in combination with other data sources, provide a robust scientific assessment at the landscape level. Ensures grant programs and funded projects meet the goals and intent of funding statutes, including the Water Quality, Supply, and Infrastructure Improvement Act of 2014 (Proposition 1) and the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 (Proposition 68), as well as other recovery plans and CDFW's Mission. This position serves as a key member of the Branch's management team and requires regular in-person engagement with staff, Department leadership, and internal and external partners to ensure effective program oversight, coordination, and timely resolution of operational and policy issues.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
45%	**ESSENTIAL FUNCTIONS**: Manages CDFW's restoration grant programs as assigned, including Proposition 1 and Proposition 68 grant programs, including the supporting functions within WRGB. Carries the authority and responsibility to manage grant programs including grant solicitation, review, award, management, and reporting. In coordination with staff in the WRGB as well as executive leadership and other branches and regions, reviews, formulates, and recommends policies and procedures related to grant programs. Maintains liaison with other state and federal agencies, local governments, conservation organizations, tribes and others to assess selected projects and actions with the potential to yield the highest benefits in terms of ecosystem benefits and State policies, such as 30X30, the California Water Plan, and the California Salmon Strategy. Develops measures of success, leverages funding, delivers high value projects, and develops in-depth reporting of quantitative and qualitative metrics.
25%	Supervises the work of a multi-disciplinary professional staff working on sensitive natural resource management issues. Responsible for operational planning and assigning of projects, budgeting for time and funds, reviewing, evaluating, and reporting performance and achievements. Leads program staff in developing goals, measurable objectives, and work plans. Responsible for timely completion of program objectives and submittal of satisfactory products; exercises discretion in oversight and coordination of projects and development of operational procedures for the program. Provides leadership, motivation, and feedback to program staff; fills vacant positions in timely manner with

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	high quality staff. Makes operational decisions and recommendations on budget and personnel matters, grant programs, collective bargaining issues, and contract administration.
20%	Provides policy-level and technical interface and responsiveness to urgent management needs. Represents the Department before stakeholders, the public, and other agencies. Meets with Legislators, their representatives, and others in sensitive legislative, policy and budget discussions. Prepares reports and information for the Branch Chief, Deputy Director, Director, Legislature, Department of Finance, and Legislative Analyst Office. Speaks to the media regarding the Department's grant programs and funded restoration projects.
5%	Works collaboratively with other Department managers, staff, and counterparts in other agencies and organizations. Recommends policies and procedures and to the Branch Chief and Deputy Director. May serve as Acting Branch Chief. Attends site visits, conferences, and training sessions as appropriate.
5%	**NON-ESSENTIAL FUNCTIONS:** Maintains professional knowledge in the subject areas of, but not limited to, scientific and technical disciplines through literature review, trainings, seminars, and workshops. Approved monthly time sheets, expense claims, and participate in annual discussions about performance appraisals and individual development plans. Participated in the development of bill analyses.
	Special Personal Characteristics: Knowledge of: Basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology; soil and irrigation sciences, resource management, hydrology, geology, and waste prevention; statistical methods; land-use practices with reference to their general effect on human health, natural resources, agricultural productivity, and the environment; effects of hazardous and non-hazardous waste material and their interactions on the environment; chemical reactions; California and Federal environmental laws, rules, regulations, and requirements; basic toxicology, hydrology, geology, and principles of risk assessment and risk management; concepts employed in a variety of disciplines including environmental planning, economics, and resource management; geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies; and recycling issues. Broad knowledge of the legislative process; California and Federal environmental regulatory and resource management laws, regulations, plans, programs, and policies relating to their program area; resource management practices and techniques; and chemical substances and waste materials and their interactions with and effects on public health and the environment. Techniques for dispute resolution, principles and techniques of personnel management and supervision; budgeting and other administrative functions; and a manager's/supervisor's role in the Affirmative Action and Equal Employment Opportunity Program and the processes available to meet affirmative action and equal employment opportunity objectives. Health and environment related priorities of legislative and administrative branches of California and Federal government; health and environmental solutions and initiatives being pursued by other states, local agencies, and the Federal government; and performance management strategies. Ability to apply or modify scientific methods and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs; assess the impact of proposed State and Federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging public health and environmental issues. Develop scientific methodologies, research projects, criteria, procedures, guidelines, reference materials, planning and regulatory documents, and other innovative solutions for critical and/or sensitive environmental management problems; independently plan environmental studies; provide research and evaluation of short-term and important projects concerning public

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	health, agricultural productivity, and environmental protection; develop techniques for handling and analyzing a large variety of detailed data; communicate the results and implications of studies to non-specialists; act as an expert witness in court or at legislative or quasi-judicial hearings; provide leadership in accomplishing basic functions and objectives in assigned programs; and inspire confidence and effective working relationships with employees, managers, and leaders in government and industry. Plan, organize, and direct the work of others; perceive the alternatives available in the solution of management problems and select realistic courses of action; and effectively contribute to the employer's affirmative action and equal employment opportunity objectives. Manage lead, or administer program resources; make decisions regarding program milestones; provide a forum for the resolution of conflicts or disputes among implementing agencies; ensure prompt and balanced media utilization; develop innovative solutions to difficult human health, agricultural productivity, and environmental management problems; and evaluate program performance and achievements. **Interpersonal Skills**: Strong verbal and written communication skills with emphasis on being positive and proactive. Should possess strong listening skills; must be able to use creative thinking to solve problems and negotiate mutually agreeable solutions. Able to make sound decision based upon policies and regulations. **WORKING CONDITIONS**: This position is based in Sacramento and requires regular in-person attendance at headquarters office to carry out managerial, supervisory, and program responsibilities. The incumbent is expected to maintain an on-site presence to facilitate direct supervision of staff, collaboration with Department leadership and other programs, and coordination of branch operations. Occasional travel may be required to attend meetings, conduct field and project site visits, and participate in conferences or other Department activities.

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

PRINT SUPERVISOR'S NAME	**SUPERVISOR'S SIGNATURE**	**DATE**
Matt Wells		

EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.**
I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.

PRINT EMPLOYEE'S NAME	**EMPLOYEE'S SIGNATURE**	**DATE**